

**State of Illinois  
Department of Central Management Services  
Bureau of Personnel  
Springfield, Illinois 62706**

**Supplementary Examination Announcement**

**ACCOUNT TECHNICIAN I - 00115**

Monthly Salary Range: \$2389 - \$3264

Regular Test – No Option

Option MC – Manual Communications

Option SS – Spanish Speaking

General duties: An Account Technician I performs technical accounting work in maintaining established general account books by a fund or grant or a complex set of detailed or support books for a division or institution; supervises a small staff of two or three sub-professionals engaged in verifying and typing financial documents such as vouchers and invoices; verifies a variety of complex financial documents including vouchers, invoices, requisitions, and inventory lists which may require cross reference with contractual agreements or other documents; posts financial information to journals, registers, and ledgers; closes detailed account books; prepares financial statements and reports for the division or institution; assists accountants in maintaining a complex accounting system and preparing difficult financial reports and statements such as might be involved in a decentralized or complex accounting subsystem for a prison industry or in an accounting system involving statewide departmental funds or grants.

Minimum training and experience: Completion of two years of college and completion of an approved training course or three years of related clerical bookkeeping experience; or any equivalent training and experience.

Knowledges tested: Error recognition; Alphabetizing; Numeric filing; Mathematics; Bookkeeping; Accounting.

Tests and weights: Automated multiple-choice test 100%.

**\*\*NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Length of eligibility period: One year.

(Continued on reverse side)

**EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)**

Examinations may be cancelled without further notice as needs are met.

**FLEXIBLE SCHEDULE TESTING:**

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

**BY APPOINTMENT ONLY:**

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

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## **ACCOUNT TECHNICIAN I**

Option SS--Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option MC – Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Alexander, Brown, Carroll, Champaign, Christian, Clinton, Cook (SS), Crawford, DeWitt, DuPage, Edgar, Effingham, Fayette, Franklin, Fulton, Henry, Jackson, Jefferson, Jersey, Johnson, Kane, Kankakee, Knox, Lake, La Salle, Lawrence, Lee, Livingston, Logan, Macon, Madison, Montgomery, Morgan (MC), Peoria, Perry, Randolph, Rock Island, St. Clair, Saline, Sangamon, Schuyler, Union, Vermilion, Whiteside, Will, Williamson, Winnebago.

(MC) Indicates Manual Communication Option is also established in that county.

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established and does not represent immediate openings. This listing is based on information currently available and is subject to change.